



## FREQUENTLY ASKED QUESTIONS ON EVACUATION ALLOWANCES

The 633d Comptroller Squadron stands ready to assist you and your family in receiving authorized allowances in the event of an evacuation. This information sheet answers frequently asked questions. We will continue to provide updated information as circumstances warrant.

In the event of a mandatory evacuation, use of the Government Travel Card (GTC) is authorized and mandated for authorized members, to include obtaining necessary ATM advances. Dependents are not authorized use of the GTC. Members without a GTC and dependents of deployed spouses are entitled to a cash advance. Details will be announced in a Battle Staff Directive.

*For the most recent 633d CPTS entitlements briefing, visit <http://www.jble.af.mil/shared/media/document/AFD-140709-012.pdf> (current as of 9 July 2014)*

### 1. What is an evacuation from a danger area?

Answer: An evacuation is caused by unusual or emergency circumstances such as war, riots, civil uprising or unrest, adverse political conditions, national or natural disasters, epidemics, or similar conditions, of comparable magnitude.

### 2. What military regulations provide guidance for evacuation allowances?

Answer: Joint Travel Regulations, Volume 2 (JTR), is used for civilian employees and Joint Federal Travel Regulations, Volume 1 (JFTR) is used for military members, and both are located at <http://perdiem.hqda.pentagon.mil/perdiem/>.

### 3. Who can authorize or order an evacuation or limited evacuation?

Answer: The officials are listed in the JTR/JFTR. In most cases, this is the installation commander.

### 4. Must local government officials issue an evacuation order before I evacuate?

Answer: No, the decision to evacuate rests with individuals identified in the JTR/JFTR. Local evacuation orders do not authorize JTR/JFTR entitlements.

### 5. What is the difference between “evacuation” and a “limited evacuation”?

Answer: The key difference between an evacuation order and a limited evacuation order is the duration of the evacuation. An evacuation order is designed to be long term. Under an evacuation, the order is generally issued at the SAF or OSD level. A limited evacuation is short term in duration and evacuates dependents from their residences to the nearest available accommodations. Nearest available accommodation could be within the same city or town or another state.

### 6. Are hurricane evacuations considered a normal evacuation or a limited evacuation?

Answer: Hurricane evacuations are ordinarily limited evacuations.



**7. Are AAFES and NAF employees (who are not military/DoD civilian dependents) authorized evacuation allowances?**

Answer: AFI 65-106, par 10.13 states, "Evacuation Expenses in Contingency and Emergency Situations. When the installation commander orders evacuation, APF (appropriated) funding is authorized for evacuation costs of NAF employees to include Air Force Services and AAFES at the same level of funding for APF employees."

**8. Who funds ordered evacuations?**

Answer: The organization ordering the evacuation normally funds evacuation travel. **Note: Contact the 633d Comptroller Squadron's Financial Analysis Flight for guidance regarding O&M funds and ESP codes.**

**9. What are the military member's allowances if on leave at the time the evacuation order is issued?**

Answer: If the leave did not terminate prior to the order to return, the member remains in a leave status and per diem would not be payable. If leave terminates while the evacuation order is in effect; then the member is placed in a TDY status at the leave point if the commander determines that the member should not return. There is no authorization for transportation allowances.

**10. What if the member is slated to separate or retire during an evacuation?**

Answer: As long as the member is on active duty, the evacuation order applies and the member is entitled to reimbursement. Members may need to extend their final duty date to ensure processing of all entitlements.

**11. Can I go anywhere and still get paid?**

Answer: No, the order authorizing the evacuation will specify certain distances of travel. The minimum distance ensures evacuees remain out of harm's way. The maximum distance is designed to reduce unnecessary travel expenses.

**12. What are the dependents' allowances if they go outside the established safe haven?**

Answer: Individuals must travel to the specified safe haven area unless the authorizing/ordering official allows evacuees to travel to an alternate location, but limits the cost to the authorized location. Authorization to re-locate to another area must be stated in the evacuation order.

**13. What are the dependents' allowances if they return after the termination date?**

Answer: Evacuation allowances do not exist beyond the termination date. Dependents that voluntarily remain past the termination date are constructed back as if they had traveled on the termination date.

**14. What are the allowances if member/employee and/or dependents depart after the evacuation order is given?**

Answer: TDY (military member) and evacuation (employee, military dependents, civilian dependents) allowances do not begin until the member and/or dependents actually depart or evacuate. As with any military order, military members are obligated to comply with the requirements of the order.



**15. I just want to clarify the mileage rate payable for military dependents; civilian employees/dependents driving separately...the rate for all should be the TDY rate of \$.56, correct?**

Answer: Yes, under a limited evacuation the TDY mileage rate is payable to the operator of the vehicle for one round-trip from the evacuate residence to the nearest available accommodations and return. Reimbursement is not authorized for the passengers within the vehicle (JFTR, par. U6053-I and JTR, par. C12000-C3.)

**16. Are military dependents automatically authorized 2 POVs (Example: military member and spouse both evacuate at the same time in 2 cars...are both paid at the TDY rate of \$0.56.)?**

Answer: Each category of travel is treated separately,

1) If the dependents evacuate using a POV, they are paid \$.56/per mile for limited evacuations.

2) If the member is ordered TDY, they are paid under TDY rules and are paid \$.56/mile for POV travel.

**No more than two vehicles per family are reimbursed. Dependents traveling in the same vehicle as the member are not reimbursed for travel.**

Note: Civilian employees and their dependents are only reimbursed for one POV.

**17. I just want to clarify that POV in/around mileage is NOT authorized around the safe haven.**

Answer: Correct, local travel is not authorized; however, evacuated military dependents are authorized local transportation allowance of **\$25/day** in absence of a POV at the safe haven. (JFTR, par. U6006-B2)

No equivalent allowance for civilian employees and their family members.

**18. I received a phone call from an evacuee. They are displaced in Jacksonville, FL. The hotel they are staying at is raising their rates for the holiday weekend. Have we issued any policy on this type action? The person is wondering if they will be reimbursed at the higher rate for the weekend since it exceeds per diem.**

Answer: There is no authority for "Actual Expense Allowance" during an evacuation; normal per diem rates apply.

**19. What are the lodging rates?**

Answer: Lodging is reimbursed at the location rate where the member/employee locates within the safe haven. Members/employees are paid up to the maximum lodging amount allowed in the JFTR. For the first 30 days, dependents 12 and over received up to 100% of the members/employees rate, and dependents under 12 receive 50% of the members/employees rate.

**20. What are the meal rates?**

Answer: The meal allowance is paid as a flat rate, regardless of expenditure. The rate is determined by the traveler's location, and listed in the JFTR. On the first and last day of travel, 75% of the regular daily rate will be paid regardless of time of departure or return.

Any location not listed in the JFTR will be paid the standard rate of \$70 for lodging and \$39 for meals.



**21. Are members authorized travel and transportation allowances if they voluntarily return to retrieve personal items?**

Answer: No, if there has not been an order to return (all clear), these folks are on their own if they decide to return and get items.

**22. Military member or civilian employee invites other members or employees and their families to stay at their parents' house. The non-family members are charged by the parents of the military member/employee, what allowances are authorized?**

Answer: Safe haven and/or TDY allowances are still payable except for lodging since members/employees are staying with "friends" there is no authority to pay for the lodging.

**23. Are pet fees reimbursable?**

Answer: There is no statutory authority to reimburse pet fees.

**24. What sorts of other expenses are not reimbursable?**

Answer: Home preparation expenses, automobile expenses (repair, maintenance, oil etc.), grocery bills, non-official calls, ATM fees for personal credit/debit/ATM cards.

**25. Does each dependent need their own voucher (i.e. a travel voucher each for spouse, son, daughter, etc.) or will it be one order listing all of the dependents?**

Answer: One voucher can be completed for all the family members (filed under the military sponsors SSAN).

**26. How can members, employees and dependents get orders if everyone from the unit/base is evacuated?**

Answer: 633 CPTS will have provisions for obtaining orders showing personnel authorized to evacuate; the initial blanket evacuation order and amendment coupled with proper orders amendments showing sponsors SSANs upon return to the evacuated PDS will suffice.

**27. I'm a contractor on base; will the base fund my evacuation?**

Answer: There are no provisions to fund contractor evacuation expenses; suggest you contact your contractor supervision/human resources office for specific company reimbursement details.

**28. I'm on terminal leave and my date of separation is during or after the evacuation –am I entitled to reimbursement?**

Answer: If still on active duty when the official evacuation order is directed, you are therefore ordered to evacuate and entitled to evacuation reimbursement. Note your date of separation may be adjusted.

**29. What if I voluntarily evacuate? Will my expenses be reimbursed?**

Answer: If a member evacuates voluntarily, they are in leave status. If they are later affected by a mandatory evacuation, they are entitled to per-diem and travel from that point forward, but not to any retroactive per-diem.